



**City of Sedona  
TEMPORARY USE PERMIT  
APPLICATION**

Permit No. \_\_\_\_\_  
Date Received \_\_\_\_\_  
Deposit Amt. \_\_\_\_\_

**Note: Applications received less than 30 (thirty) days prior to a scheduled event may not be approved.**

**1. Applicant Information:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
Contact name and phone number (if other than above) \_\_\_\_\_  
\_\_\_\_\_

**2. Event Information:** (please be specific, i.e. retail sales, car show, art show, etc)

Type of Event \_\_\_\_\_  
Date/Time \_\_\_\_\_  
Location \_\_\_\_\_  
Assessor's Parcel Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Are you utilizing off site vendors or businesses that are NOT physically located on the subject property?

Yes ☐ No ☐ If Yes, please list \_\_\_\_\_

3. Do you own the property on which the event will occur? Yes \_\_\_\_ No \_\_\_\_  
*If no, please provide a letter of authorization from the property owner with this application.*

4. Estimated attendance \_\_\_\_\_

5. Will alcohol be served or sold at this event? Yes \_\_\_\_ No \_\_\_\_  
*If yes, please attach a copy of the State of Arizona Special Event Liquor License Permit application or approval.*

6. Is on-site parking available? Yes \_\_\_\_ No \_\_\_\_  
***If no, please indicate arrangements to accommodate public parking and attach a parking plan.*** If no arrangements have been made, please indicate below the methods of traffic control you intend to use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Provide plans showing type, locations(s) and number of signs that will be used to promote this event. If signs will be located in the ADOT right-of-way, please provide a copy of the ADOT permit with this application. Description of signs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. What sanitary facilities are available on site? \_\_\_\_\_  
***If no facilities are available, what arrangements have been made to provide such facilities in accordance with Health Department standards?***
9. Are trash bins and/or recyclable receptacles available on site? Yes \_\_\_\_\_ No \_\_\_\_\_. Please describe what will be done to prevent the accumulation of trash and/or debris that may result from the event and address how you intend to recycle applicable materials.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Will food be made available at this event? Yes \_\_\_\_\_ No \_\_\_\_\_  
***If yes, will it be prepared on-site or at another location?*** \_\_\_\_\_  
Please attach a copy of the health department permit or other letter of authorization or exemption.
11. Will a first-aid station be provided on-site for this event? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Has it been determined that a Hold Harmless agreement with the city is necessary for this event?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
***If yes, has the agreement been completed? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please attach a copy.***
13. Will the proposed event involve the use of city property or public right-of-way? Yes \_\_\_\_\_ No \_\_\_\_\_  
***If yes, please attach letter of approval from the applicable agency or jurisdiction.***
14. Has liability insurance been obtained to cover this event? Yes \_\_\_\_\_ No \_\_\_\_\_  
***If yes, please provide proof of insurance with this application.***
15. Is the City of Sedona named as additionally insured? Yes \_\_\_\_\_ No \_\_\_\_\_  
***If no, please state reason.***
16. Has there been a determination that a bond is required for this event? Yes \_\_\_\_\_ No \_\_\_\_\_  
***If yes, what is the amount? \$ \_\_\_\_\_ Is bond attached? Yes \_\_\_\_\_ No \_\_\_\_\_***  
***If no, please state reason*** \_\_\_\_\_  
\_\_\_\_\_
17. Estimate gross sales or donations \$ \_\_\_\_\_  
Transaction Privilege Tax Number \_\_\_\_\_ - \_\_\_\_\_  
Non-profit 501C 3 Number \_\_\_\_\_
18. Will loud music or other sounds, which may be potentially disruptive to area neighbors, be associated with this event? Yes \_\_\_\_\_ No \_\_\_\_\_  
***If yes, please describe proposal to mitigate any potential adverse impacts.***
19. On the following page, please provide a detailed site plan showing any and all tents, structures, electrical details, outside lighting, traffic control and fire control methods and all other details associated with this event.

SITE PLAN

OFFICE USE ONLY

DEPARTMENT APPROVALS:

- Community Development Department
- Police Department
- Fire Department
- Parks and Recreation
- Building Department
- Risk Management

Bond Required? Yes No Amount required \$

- Arizona Department of Revenue  
Date Contacted \_\_\_\_\_

- Category: A B C D E F  
Fee \$ \_\_\_\_\_ Permit fee paid? Yes \_\_\_\_\_ No \_\_\_\_\_ Date received \_\_\_\_\_

Permit approved by \_\_\_\_\_ date \_\_\_\_\_

CONDITIONS OF APPROVAL

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_